



**LOS PUENTES CHARTER SCHOOL
GOVERNING BOARD
MINUTES**

**Wednesday, November 11, 2015
4:30pm
4012 4th Street NW
Albuquerque, NM 87107**

Present: **Roll Call -**
Nancy Jo Archer, President/Founder
Doug Mitchell, Vice President
Bella McKenzie, Secretary
Joan Staveley, Treasurer
Gary Atwood, Governing Board Member
Molly Chavez, Governing Board Member
Gloria Vigil, Governing Board Member

Absent:
Theresa DiMatteo-Brown, Governing Board Member
Taryn Oyenque-Hanson, Governing Board Member

Staff: Mickey Smith, Principal
Patricia Garrett, Business Manager

Guest(s): None.

Note taker: Angela Salas, Registrar

I. Call to Order – Quorum achieved and Nancy Jo Archer called the meeting to order at 4:30p.m.

II. Approval of November 11, 2015 Agenda

Nancy Jo Archer called for an approval of the agenda. Gloria Vigil moved to approve the agenda. Joan Staveley seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously.

III. Approval of Minutes from October 14, 2015

The October 14, 2015 minutes were presented for review. Bella McKenzie made a motion to approve the Minutes from October 14, 2015. Joan Staveley seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously.

IV. Public Comment

No public comment was identified.

V. Action Items

A. Financial Report – Patricia Garrett, Business Manager

Patricia Garrett presented the following:

- Financial Statement reports as of October 31, 2015 which included: Budget Analysis, Budget to Actual-Revenue and Expenditure, Statement of Revenues, Expenditures and Changes in Fund Balance and Balance Sheet Report were presented to the Governing Board.

- Bank Register Activity Report, which included: October 2015 payroll and accounts payable vouchers were presented to the Governing Board for review and approval.

Doug Mitchell moved to approve the Financial Statement as of October 31, 2015. Gary Atwood seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously.

Joan Staveley moved to approve the Bank Register Activity Report, Payroll and accounts payable vouchers for October 2015. Gary Atwood seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously.

B. BAR's – None.

C. Approval of Governing Board

Joan Staveley moved to approve Gloria Vigil as a Los Puentes Charter School Governing Board Member until September 2018. Doug Mitchell seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously.

Joan Staveley moved to approve Gary Atwood as a Los Puentes Charter School Governing Board Member until September 2018. Doug Mitchell seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously.

D. Approval of Medication Policy – Table.

VI. Discussion Items

- A. Bella McKenie reported that she was not able to contact any previous students. She will report the success rate on contacting withdrawn students in December.

The following ideas were suggested to help with retention:

- Ask the Wellness Counselors to emphasize their role as Counselors for Success with more help being given to call students when they see a pattern of excessive absences and follow up with students that have been withdrawn.
- During registration ask for a permanent address (example: grandparents or someone that is known to never move and the student could receive mail at that address).
- Plotting zip codes on a map and see where the students come from. Maybe there are transportation issues. The school does provide free bus passes.
- Creating spreadsheets showing the teachers their attendance rates. Showing a visual data to the teachers could help noticing patterns in their classroom.
- The Governing Board is willing to talk with the staff on the importance of calling their advisory students and keeping their students interested in LPCS. When working in a charter school many hats are worn, which include keeping a good relationship and providing students with services that are needed to succeed. Everyone has to work together as a team to retain the students at LPCS.

Joann will ask Kizito Wijenje about the portables. LPCS might be interested adding a portable to the location.

VII. Reports

A. Principal's Report – Mickey Smith, Principal

The Principal Report (attached) included the following in full detail as of November 11, 2015: Demographics, College Readiness, APS Update, Facilities and Maintenance, PED Information, Personnel, Positive Behavior Support, Professional Development, School Information, Special Education, Technology, Teacher Reports, Governing Board Tasks, and Dates to Remember.

B. Compliance Committee Report

Next Meeting is December 1, 2015 at 4:00pm to review medication policy and look over the personnel handbook.

VIII. Adjournment – Doug Mitchell made a motion to adjourn the meeting. Joan Staveley seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously. The meeting adjourned at 5:40p.m.

Next Board Meeting: Wednesday, December 9, 2015 at 4:30 p.m. in the LPCS Library.

Respectfully submitted by Angela Salas, GB Note taker.

Approved on December 9, 2015

Belle McKenzie
Secretary